



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF REVENUE SERVICES
REVENUE SERVICES TAX SUPERVISOR

ANNUAL \$86,698 SALARY APPLICATION CLOSING EXAM
SALARY: \$112,252 GROUP: AR 31 DATE: APRIL 21, 2014 NO: 140430APJR

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

**PLEASE NOTE REVISED STATEMENT REGARDING ELIGIBILITY FOR PROMOTIONAL EXAMINATIONS
AND EXTENDED CLOSING DATE**

PURPOSE OF CLASS: In the Department of Revenue Services, this class is accountable for assisting in planning, supervising and coordinating a major tax unit.

MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF REVENUE SERVICES** WHO BY **APRIL 17, 2014** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF REVENUE SERVICES**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Nine years of experience in technical accounting, auditing, tax administration, tax collection, tax enforcement or computerized financial recordkeeping systems involving the interpretation and application of tax laws and fiscal principles.

SPECIAL EXPERIENCE: Two years of the General Experience must have involved responsibility for conducting complex tax audits, collections or tax administration. For State Employees, this is interpreted at the level of Revenue Examiner 3, Tax Corrections Principal Examiner, Tax Collections Assistant Supervisor, Tax Hearings Officer or Tax Appellate Officer.

SUBSTITUTIONS ALLOWED: (1) College training in accounting may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of employment up to a maximum of four years. (2) A Master's degree in accounting may be substituted for one additional year of the General Experience. (3) Examination requirements met in any of the following may be substituted for one year of the General Experience: Certified Public Accountant, Certified Internal Auditor or Certificate in Management Accounting. (4) One year of experience as a Revenue Examiner 4, Tax Operations Unit Supervisor, Tax Collections Supervisor, or Tax Appellate Specialist may be substituted for the General and Special Experience.

SPECIAL REQUIREMENTS: (1) Incumbents in this class may be required to travel. (2) Incumbents in this class may be required to possess and retain a valid Motor Vehicle Operator's license.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of principles and practices of accounting and auditing or tax administration; considerable knowledge of tax statutes of Connecticut; considerable knowledge of principles and methods of modern professional management; considerable ability in interpretation and application of laws and regulations; considerable ability in written and oral expression; considerable ability to prepare comprehensive written reports; ability to deal effectively with others; ability to utilize EDP systems for financial analysis and management; supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

| PART | WEIGHT |
|--------------------------------|---------------|
| EXPERIENCE AND TRAINING | 100% |

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by April 21, 2014. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and the fax transmittal receipt for your records. Make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by June 6, 2014. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Revenue Services.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months. (full time or full time equivalent).*

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.